

Montville Township Public Library
Board of Trustees Meeting
April 8, 2019
Montville Township Public Library
90 Horseneck Road
Montville, New Jersey 07045

OPEN SESSION

<i>MEMBERS PRESENT</i>
Mrs. Jane Hines
Ms. Linda Peskin
Mayor Conklin
Mr. Charlie Grau (7:32pm)
Mr. David Tubbs
Mr. Robert Donohue
Mrs. Dianna Paradise
<i>MEMBERS PRESENT</i>
Mr. Carmen Allora
Mr. Thomas Mazzaccaro

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

I. Call to Order

The meeting was called to order by Mrs. Hines, at 7:05p.m.

II. Open Public Meetings Act Statement

Mrs. Hines stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library's website and at the Library's Information Desk once they have been officially approved.

III. Adoption of Minutes

A. *Mr. Donohue made a motion to approve the March 11, 2019 Regular Session minutes, seconded by Mrs. Paradise*

Mrs. Paradise: yes; Ms. Peskin yes; Mrs. Hines yes: Mayor Conklin yes: Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

IV Public Comments –

None.

V Reports of Officers –

Tom Mazzaccaro – President

Mr. Mazzaccaro absent, no report.

Jane Hines – Vice-President

Mrs. Hines had no report.

Linda Peskin – Secretary

Ms. Peskin had no report.

Carmen Allora – Treasurer

Mr. Allora absent, no report.

Robert Donohue – Assistant Treasurer

Mr. Donohue stated that the Finance Committee did not meet this month but the financial statements look good.

VI Report of Liaisons

Mayor – Mayor Conklin stated Opening Day for Baseball and the Grand Opening for the Playground will be held on April 27th. The Township Committee will be introducing the 2019 Budget.

Superintendent Liaison of Schools – Mr. Tubbs stated that Lazar ran the Spring Musical on March 28 & 29th. There was a luncheon for the Montville Seniors. Mikie Sherrill visited the High School AP classes. A number of Juniors and Seniors visited the Holocaust Museum on a recent trip to Washington DC.

VII. Committee Reports

Finance: Mr. Allora absent. Mr. Donohue had no report.

Personnel: Mr. Grau absent. Allan stated the Committee will be meeting this month.

Buildings & Grounds: Mrs. Hines stated that a number of projects have been completed. A meeting took place with Victor Canning, June Hercek, Mayor Conklin, Allan and John Perry regarding maintenance issues not being completed in a timely fashion. Allan will be revisit in 6 months to see if there is any improvement. Allan will follow up within 10 days of any requests that are made to the Township. A P/O was put in for roof repair. The Garden Club will be holding a brick fundraiser. This will be discussed at the next meeting since there is no agreement or contract with the club in case of accident or injury.

Patron Services/Technology: Mr. Donohue stated that the committee met last month. They discussed the new Meeting Room Policy which was distributed. They also discussed Voice Over IP. Lenny will write up a plan and is also looking into a hosted system.

VIII. Library Director – Allan Kleiman – see attached written report.

Allan stated the proposal was received today for lighting in the Pio Costa Auditorium for completion at the end of April or beginning of May. Florescent lighting will be done next year. There will be a cost savings when LED lighting is installed. Allan stated that Mr. Grau supplied a company name for chiller repairs under the state contract. Allan will touch base with him this week. There will be a Staff and Trustee luncheon for National Library Week tomorrow from 12-2pm. 5 responses have been received from the RFQ for janitorial staff.

IX. Resolutions/Motions

- A. Resolution to approve the checks numbered 13314 through 13380, dated March 1 to March 31, 2019 in the amount of \$134,240.42

Motion made by Mr. Donohue and seconded by Mr. Tubbs

Mrs. Paradise: yes; Ms. Peskin yes; Mrs. Hines yes; Mayor Conklin yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- B. Resolution to accept the salaries for month of March 2019 in the amount of \$55,233.47 and ELL teacher salaries in the amount of \$1,250.00 for a total of \$56,483.47.

Motion made by Mr. Donohue and seconded by Mrs. Paradise

Mrs. Paradise: yes; Ms. Peskin yes; Mrs. Hines yes: Mayor Conklin yes: Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

***** *Mr. Grau entered at 7:32pm*

X. Old Business

XI. New Business

A. *A motion was made by Mrs. Hines and seconded by Mr. Tubbs to excuse Mr. Allora from the April 8, 2019 Board meeting due to illness.*

Mrs. Paradise: yes; Ms. Peskin yes; Mr. Grau yes; Mrs. Hines yes: Mayor Conklin yes: Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

B. QPA – Mr. Donohue asked what the status is. Allan will contact the QPA that Mr. Grau suggested and they will discuss at the next Finance Meeting.

XII. Executive Session Minutes

None

XIII. Adjournment

Motion to adjourn was made by Mr. Grau seconded by Mayor Conklin; meeting was adjourned at 7:36pm.



**Montville Township Public Library
Director's Report
May 13, 2019**

Last month we registered 47 guests for new Library Membership Cards and renewed 106 cards.

Buildings and Grounds

The big news this month was the arrival and installation of the new desks and tables. The new furniture is stylish, sturdy and fully functional. The workspaces are on wheels allowing a variety of workspace configurations. Lenny worked on moving the computers and phones to ensure there was very little down time. There were no problems or surprises; the many months of planning paid off. We may purchase these workspaces on wheels to replace the Circulation/Information Desk later this year. We are looking to remove the "old" Information desk and dismantling it sometime within the next few months.

This was a significant change. The new office furniture offers both the benefits of creating a collaborative work environment amongst coworkers and the opportunity for individuals to complete focused work. With its open floor structure, the new workspace tables facilitate more relationship-building interactions. It makes it easier for staff to interact directly with each other as they work. This type of interaction combines complementary strengths, inspires creativity and builds a supportive environment.

Central Station (Engineered Security System alarm monitoring) alerted us to low battery warnings on the fire alarm panel. The batteries were charging but not holding the charge. The batteries are five years old and that is the average life expectancy. ESSI replaced the five batteries in less than 24 hours from the first low battery alerts.

The boiler shut off several times this past month and went into lockout. We are tracking each occurrence (date, time and a photo of the LED display message and history). The Director has been in contact with Doug Gehlbach, Donnelly Energy. We expect a visit from the boiler manufacturer shortly. Jack Mulligan, General Manager of Advanced

Mechanical Systems who installed the boiler has been little help to us so we escalated to the next level.

The Township delivered two cubic yards of bark mulch for the Memorial Garden and the Rain Gardens. A local Boy Scout troop helped spread the mulch.

We ordered a box of Armstrong acoustic ceiling tiles and Fred Ackerman (Department of Public Works) installed the missing ceiling tiles in the breezeway.

We have been sending weekly lighting reports to the Township. DPW says it easier to keep up with the job on a weekly basis. They have been quite attentive in ensuring the bulbs are replaced.

The interior handicapped door is not working. Dean Quilici, the electrician, was here and checked it out. He said the circuit board is bad. We contacted the installer, Stanley Strama who will be repairing this for us. No timetable yet.

We sent out a Request for Quote to three local roofing companies. We sent the list of recommended repairs in the Roof Assessment. Only one company replied, Fania Roofing. They were here for an inspection but we have not received their quote yet.

Matt Dorans from In-Line A/C Company and his electricians visited the Library for a site inspection. Matt met with the Director to discuss plans for the new chiller. The installation will include underground conduits for refrigerant and electrical lines from chiller unit #1 to the boiler room. A meeting is currently scheduled for May 21, to follow-up with staff, board and contractors.

We sent twelve months of utility invoices (NJNG, Direct Energy Business and JCP&L) to Doug Gehlbach, Donnelly Energy Auditor. He needs these so he begin the preliminary work for the LED lighting project in the Pio Costa Auditorium.

We sent out eight RFQ's for janitorial services (in addition to advertising in two newspapers) and received four responses back. The quotes ranged from \$2,899 to \$5,750 per month. Excellent Building Services' quote was the lowest. They are the company we currently use. We met with Jack Beccara, General Manager of Excellent Building Service to discuss our expectations and go over a checklist for daily, weekly and monthly services to ensure more accountability. The contract will be in effect beginning July 1, 2019-June 30, 2020.

Additional shelving was added in the DVD Room as new slatwall near the front entrance for display and a slatwall back for a free-standing bookshelf in the Children's Room. This is allowing us more space for merchandising and displays throughout the building.

This past month we added 5 new bulletin boards around the building. We now have board for Montville community notices, out-of-town community notices, museums/museum passes and business/career and finance.

Business/Finance

The Library's 13- month Lakeland Bank CD matured at on April 19, 2019. We checked rates at several local banks and found that Lakeland offered the best rate. Carmen Allora, Board Treasurer, completed the CD Renewal Form for 13-months at 2.48%.

The Library receives anonymous contributions through YourCause, a corporate philanthropic software platform that manages employee donations programs. We can access the site to find the name and address of the donors. The most recent \$25 donation was made anonymously through AT&T.

The Montville Garden Club invited Amy Resnikoff to their May meeting. They presented her with a \$50 donation to the Library for a children's gardening program.

Patron Services

April was a busy month with National Library Week and our first ever Ramadan celebration on Sunday, April 28 for which 16 TAB volunteers and Jeff Cupo worked together to plan and put on a fabulous afternoon of crafts, games, and foods representing the variety of cultures that celebrate this holiday. Our Technology Library Associate Hebah Emara also assisted with advice and hands on help before and during the event. The TAB volunteers and Jeff worked for months to plan the program which consisted of stations including an information booth with a trifold explaining the traditions and a volunteer to answer questions, a henna game, a paper lantern making craft, Arabic calligraphy, and Arabic, Turkish, and Pakistani foods. One of our TAB volunteers, Ania Gill, has a parent working for Khan Market in Parsippany and the market graciously donated food for the event. 154 guests of all ages and backgrounds came and thoroughly enjoyed the festivities. We have had so much positive feedback that we will definitely repeat this event next year.

In April, we celebrated National Library Week with special activities for the guests and the staff. Jeff Cupo ran a caption contest, awarding a prize for the funniest caption for an outdated book. Cindy and I presented a special Books and Bites where we shared our favorite titles, gave away advance reader copies of upcoming titles, and guests brought their own suggestions for great books to read. Several of the participants requested we share the list of titles we discussed, so we made it part of our weekly Read, Watch, Listen email. We also served cake and coffee to guests in the YA area. We had Library themed storytimes and book mark making crafts all week and a Cupcake Wars event planned by Amy Resnikoff where five teams of kids competed to decorate the best book and spring themed cupcakes and the winning team received Dunkin Donuts gift cards. On National Library Workers Day, we served the staff and Board Members lunch and gave them a Montville Township Library mug which Jeanne and Janina stuffed with goodies, in appreciation of their hard work this past year. Many of our regular guests also dropped off treats and cards to express their thanks to the staff.

MAIN held their first MAIN QUEST scavenger hunt during the week. The idea was to visit each library in MAIN for more chances to enter the contest and win prizes. One of our "guests" was awarded a prize by random selection.

Other adult programs in addition to the Ramadan and National Library Week events included a Montclair Art Museum workshop on painting on silk with liquid dye, an Earth Day program on Walter Choroszewski's "Great Tree Adventure," medium Rose Marie Capiello, and a lecture on Henry Clay. Our Montville "U" programs this month were Fred Miller's "How Ya Gonna Keep 'Em down on the Farm?" WWI Music and a two part History of France by Dr. Christopher Belitto. In recognition of Earth Day, We also co-sponsored a screening of the film "A Plastic Ocean" with the Montville Environmental Commission. Forty people came to see the film and listen to a presentation on the importance of recycling by a member of the Commission. Our monthly genealogy workshop on "Overcoming Hurdles in Your Genealogy Research" was filled to capacity. Nina Zarin's adult knitting class is growing and this month seven women met for knitting tips and continued to work on their own individual projects. The adult book club selection, Kathleen Grissom's Glory Over Everything, was discussed by 18 guests. Risa supplements the discussions in the Gasparro Tech Center with interview and news clips about the books and authors on the Smart TV which the patrons enjoy.

Our children's programs in April featured a workshop with Montclair Art Museum where the kids also created art works painting liquid dyes on silk, and each design was unique as the dyes blended differently. Amy's Messy Munchkins was Easter themed – the children made Easter Eggs with tissue paper and glitter. Our Family Movie was Mary Poppins Returns. We had National Library Week, Earth Day, and National Poetry Month themed storytimes and drop in crafts. Kids Yoga continues to be popular and our weekly Baby Playtime is a "must attend" event for the community with 127 people attending in April. Amy also planned our first ever "Fancy Nancy" tea party to an enthusiastic group of children.

For the teens in April, we had a successful Marvel Movie Marathon, where 23 kids came on a Saturday to watch multiple Marvel Movies and have snacks, and an after-hours Lock-in. Our audiences for Dungeons and Dragons and the Switch tournaments keep growing. In the past 6 months, we have added Nintendo Switch games to our video game collection and this newer format has proved popular. Jeff and the TAB volunteers have created a summer schedule where we will have our teens manning the Summer Reading Program sign up desks, handing out prizes, and encouraging folks of all ages to sign up. Jeff and Allan also rolled out our PLA Inclusive Internship opportunity to the public and we are looking forward to receiving applications due May 10.

The English Language Learner (ELL) Graduation was held on Friday, May 10th. Catherine, Jeff and Julie managed the ceremony and Jeanne and Janina set-up the room. Thanks to all.

The Patron Services Committee met on April 24th and discussed the second draft for the Use of the Pio Costa Policy. A copy of the updated policy was contained in your packet for discussion and approval at Monday night's meeting.

Amy Resnikoff joined our Collection Development team and is now participating in our regular meetings where those who make purchasing suggestions meet to discuss trends, weeding, upcoming new releases, and gaps in the collection. She is now assisting Risa by putting together weekly Picture Book carts for review and purchase by me.

Allan and I attended a product demo for Library Aware, a web based service that provides reader's advisory newsletters, flyer templates, shelf talkers and bookmarks, all customizable to what our library has that is new and exciting. This could be used to replace or supplement Constant Contact.

Our changing topical displays in April included National Poetry Month, Cooking for the Holidays, Passover/Easter, National Humor Month, National Frog Month, Beverly Cleary's 103rd Birthday, Spring, Earth Day, April is Autism Month, Holocaust Remembrance Day, Ramadan, and the Avengers. We are also featuring OCLC's Library 100 – the top 100 enduring novels in library collections around the world.

Hebah and Catherine continue to create 2-3 newsletters per week focusing on reader's advisory and upcoming events.

Risa did monthly story time outreach for the preschools at Funtime Kids Academy 2 and Millie's House and Kids Connect and attended the monthly MAYS meeting.

Personnel/Staff

This past month we continued our efforts in hiring a "fill-in" part-time library assistant and a "fill-in" part-time page position. As a "fill-in," this individual will provide the Library with ability to provide flexible service coverage when needed. This month, Walter with Catherine and I interviewed 6 candidates for the part-time library assistant position and 5 candidates for the part-time page position. We have chosen a part-time fill-in Library Assistant who is currently undergoing a background check.

On April 1, Walter and Allan held the monthly meeting with the pages. On April 30, Waler, Catherine and Allan held the monthly meeting with the Circulation Department staff. In both meetings, Walter discussed preparations for each of the staff's pre-evaluation meetings in May. In these meeting, the expectation will be for staff to discuss the progress of their development goals since the last performance evaluation. It will also offer a chance to make any course corrections in their performance by the time we meet again in late October / early November.

Another topic discussed amongst both groups was the importance of merchandising and displays. All books and materials on display must be supported with an easel or lucite display holder. Not only does this help preserve the longevity of an item's life by having it rest in the support of a display, it also makes the item more visually appealing. In a building filled with stacks and stacks of books, merchandising our collection through the use of displays is a marquee measure that we can implement to increase our circulation.

The Personnel Committee met on April 24th to discuss the Management proposal for a Dress Code Policy. The note in the Library's Personnel Manual is too vague. The new policy is included in your packet for discussion at Monday night's Board Meeting.

Most of the Collection Development staff (Allan, Amy, Risa, Jeff, Catherine) had a training session on Collection HQ, our subscription software that assists with purchasing and weeding decisions. Amy was new to learning the software and Allan and Catherine also learned how to use the budgeting feature which analyzes high and low use subject areas to suggest how much of your budget should be used to purchase in the various sections of the collection.

Hebah attended another session of the NJ State Library's Web Design Bootcamp which this month focused on cyber security and increases her expertise for the summer website update.

Technology

In April, Hebah began our first "Girls Who Code" class for kids in grades 3-5. Girls Who Code is a national initiative to close the gender gap in technology and change the image of what a programmer looks like and does. Our first of five sessions had eight girls learning about computer science and coding. Hebah also taught two adult classes on searching for jobs online and another on internet resources for food lovers, covering recipes and cooking sites of interest. James Fitzpatrick presented an Earth Day themed workshop on Google Earth and a session on "Monitoring Your Kids Devices." Hebah also taught another session of her Teen Tech class on coding your own video game.

Allan and Hebah worked on updating and redesigning the library website which should roll out in June. The Library's website Committee has met to discuss new content for the website.

We installed two new computers in the Circulation Office and one in the Programs and Services Office this past month. In addition, we upgraded all our old smaller monitors for staff and public to larger wider-screen ones.

The staff received training from Stephen Felle for the NJ State Library Talking Book and Braille Center on the Bard downloadable books for the blind and visually impaired. We will now be a Bard location for patrons. In addition, we received a computer from the

Commission for the Blind which has Jaws text enlarging software on it as well. Staff will be trained shortly on how to use it with guests.

Past Meetings

- Apr 11 MAIN Membership Meeting, Allan, Walter
- April 11 Programs & Services Department Meeting
- April 12 Mays Meeting, Risa
- April 12 MAIN Adult Services Committee, Pam
- April 16 EDMUNDS Virtual Conference, Jeanne, Janina
- April 22 Beanstack Kick-off Meeting, Allan, Catherine
- April 23 MAIN ILS Committee Meeting, Walter
- April 23 Collection HQ Training Session
- April 24 NJLA Diversity & Outreach Section Meeting, Jeff
- April 24 Library Patron Services/Technology Committee
- April 24 Library Personnel Committee
- April 25 MAIN Finance Committee, Allan
- April 25 Library Aware Webinar, Allan, Catherine
- April 26 MAIN Director's Meeting, Allan
- April 29 NJ State Library, Biz to Grow Virtual Meeting, Allan
- April 30 NJLA Technology Bootcamp, Hebah
- May 2 NJLA "Fake News" Program, Cindy
- May 3 MAIN Digital Services Committee, Catherine
- May 7 Library Finance Committee, Allan, Catherine, Jeanne, Walter
- May 7 JerseyCat Training, Walter
- May 8 Talking Book & Braille Center Training (Staff)
- May 8 Library Website Committee (staff)
- May 9 MAIN Board Meeting
- May 10 NJ Lifelong Learning Conference, Allan, Hebah

Upcoming Meetings:

- May 13 Library Board Meeting
- May 15 Patron Services / Technology Committee Meeting
- May 17 Judy Freeman Book Collection Seminar, Risa
- May 17 MAYS Meeting, Jeff
- May 21 MAIN Circulation /Meeting, Allan, Walter
- May 21 Circulation Department Staff Meeting
- May 21 Buildings & Grounds Committee Meeting
- May 22 Personnel Committee Meeting
- May 28 MAIN ILS Committee Meeting, 10am, Walter
- May 28-31 NJLA Annual Conference, Allan
- May 29 LJ Day of Dialogue, Catherine
- May 29-31 NJLA Annual Conference, Cindy

- May 30 NJLA Annual Conference Hebah
- May 30-31 Book Expo, Catherine

Respectfully submitted

Allan M. Kleiman, MLS

Library Director

Montville Township Public Library
FUND 01
BALANCE SHEET
AS OF: 04/30/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	60,210.47	159,362.67
01-100-03	Lakeland - Payroll Account	7,256.97	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,558.32	92,527.90
01-100-10	Lakeland - Restricted Donations	21,741.61	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,100,190.47</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-01	Payroll Taxes Payable	6,876.64	0.00
01-200-10	Salaries & Wages Payable	18,656.82	0.00
01-200-11	Sick Hrs Year End Accrual	43,599.00	43,599.00
01-211-00	Section 125 withholding HDV	243.96	4,932.32
01-212-00	PERS 414/CINS Withholding	13,402.24	20,550.13
01-213-50	DCRP Withholding	768.48	0.00
01-218-00	Reserve for Encumbrances	201,981.67	216,639.58
	Total Liabilities	<u>232,437.01</u>	<u>285,721.03</u>

01-351-03	Restricted Fund Balance	99,950.89	99,950.89
01-390-04	Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
01-390-05	Fund Balance	<u>153,490.90</u>	<u>153,490.90</u>
	Total	908,028.69	908,028.69

Revenue	565,912.78	0.00
Less Expenses	<u>606,188.01</u>	<u>0.00</u>
Net	<u>40,275.23</u>	<u>0.00</u>
Total Fund Balance	<u>867,753.46</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,100,190.47</u>	<u>1,193,749.72</u>

May 3, 2019
04:22 PM

Montville Township Public Library
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13381 to 13456
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13381	04/30/19	ALA ALA	504.00		41
13382	04/30/19	ALLAN005 Allan Kleiman	417.00		41
13383	04/30/19	ALLAN005 Allan Kleiman	103.61		41
13384	04/30/19	AMYRE005 Amy Resnikoff	25.00		41
13385	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13386	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13387	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13388	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13389	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13390	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13391	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13392	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13393	04/30/19	BAKER005 Baker & Taylor	0.00	04/30/19 VOID	0
13394	04/30/19	BAKER005 Baker & Taylor	8,412.74		41
13395	04/30/19	CAVEN005 Cavendish Square	195.54		41
13396	04/30/19	CDWGO005 CDW-Government	1,913.25		41
13397	04/30/19	CHRISTOP Christopher Davis	295.00		41
13398	04/30/19	COMMERCI Commercial Interiors Direct	13,776.00		41
13399	04/30/19	DEANQ005 Dean Quilici Electrical	1,495.50		41
13400	04/30/19	DELL Dell Marketing, L.P.	1,353.03		41
13401	04/30/19	DEMCO005 Demco, Inc.	260.41		41
13402	04/30/19	ELIZA005 Elizabeth Johansen	250.00		41
13403	04/30/19	ENGAG005 EngagedPatrons.org	345.00		41
13404	04/30/19	ENGINE005 Engineered Security Systems	740.00		41
13405	04/30/19	ENVISION EnvisionWare, Inc.	1,050.60		41
13406	04/30/19	EXCEL005 Excellent Building Services	2,115.00		41
13407	04/30/19	FLOTE005 FLO-TECH	457.32		41
13408	04/30/19	GRAINGER Grainger	235.15		41
13409	04/30/19	GREGO005 Gregory J. Della Pia	916.66		41
13410	04/30/19	HEBAH EM Hebah Emara	443.35		41
13411	04/30/19	HITEC005 HiTech Computer Services LLC	2,991.70		41
13412	04/30/19	HUGHE005 Hughes Environmental	3,821.00		41
13413	04/30/19	IFPTE005 IFPTE	120.52		41
13414	04/30/19	INTRE005 Intrepid Sea, Air & Space Muse	500.00		41
13415	04/30/19	IRONMOUN IRON MOUNTAIN	85.74		41
13416	04/30/19	JERSE005 Jersey Central Power & Light	3,904.37		41
13417	04/30/19	KANOPY Kanopy, Inc.	228.00		41
13418	04/30/19	LAWNW005 Lawn World, Inc.	750.00		41
13419	04/30/19	LIBR0020 LibraryLinkNJ	500.00		41
13420	04/30/19	LIBRARY Library Journals, LLC	185.00		41
13421	04/30/19	MACCU005 Macculloch Hall Historical Mus	100.00		41
13422	04/30/19	MAINI005 M.A.I.N., Inc.	579.17		41
13423	04/30/19	MARIANNE Marianne Ciffer	280.00		41
13424	04/30/19	MARK DI Mark Di Ionno	150.00		41
13425	04/30/19	MICHELEM Michele Magnotta	50.00		41
13426	04/30/19	MIDWE005 Midwest Tape	26.29		41
13427	04/30/19	MONTC005 Montclair Art Museum	165.00		41
13428	04/30/19	NJLA0005 NJLA	245.00		41
13429	04/30/19	NJNAT005 NJ Natural Gas Co.	657.19		41
13430	04/30/19	OPTIM005 Optimum	369.88		41
13431	04/30/19	ORIEN005 Oriental Trading Company, Inc.	73.29		41

May 3, 2019
04:22 PM

Montville Township Public Library
Check Register By Check Id

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13432	04/30/19	PARKE005 Parker Publications, Inc.	49.91		41
13433	04/30/19	PARKE005 Parker Publications, Inc.	75.00		41
13434	04/30/19	PITNE005 Pitney Bowes Global Financial	170.04		41
13435	04/30/19	RISAS005 Risa Skerker	26.33		41
13436	04/30/19	STAPL005 Staples Advantage	0.00	04/30/19 VOID	0
13437	04/30/19	STAPL005 Staples Advantage	1,272.10		41
13438	04/30/19	SUNRI005 Sunrise ShopRite	904.22		41
13439	04/30/19	SYNCB005 SYNCB/AMAZON	0.00	04/30/19 VOID	0
13440	04/30/19	SYNCB005 SYNCB/AMAZON	527.29		41
13441	04/30/19	TECHN005 Technology Integrators	100.00		41
13442	04/30/19	TECHN005 Technology Integrators	100.00		41
13443	04/30/19	TECHN005 Technology Integrators	100.00		41
13444	04/30/19	TECHN005 Technology Integrators	100.00		41
13445	04/30/19	THES0010 The Stickley Museum at Craftsm	100.00		41
13446	04/30/19	THOMA005 Thomas Klise/Crimson Multimed	782.37		41
13447	04/30/19	TOWNS005 Township of Montville	17,796.25		41
13448	04/30/19	TOWNS005 Township of Montville	9,040.48		41
13449	04/30/19	TOWNS005 Township of Montville	14,940.94		41
13450	04/30/19	TOWNS005 Township of Montville	1,334.36		41
13451	04/30/19	UNITE005 United Parcel Service	41.70		41
13452	04/30/19	VENMILL VenMill Industries	97.41		41
13453	04/30/19	VERI0010 VERIZON	1,082.01		41
13454	04/30/19	VERI0015 Verizon	45.72		41
13455	04/30/19	WALLABY wallaby Tales	320.00		41
13456	04/30/19	WICK wick Services, Inc.	570.00		41

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	65	11	100,662.44	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	65	11	100,662.44	0.00

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Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	261.06	0.00	0.00	261.06
CAPITAL BUDGET	8-02	<u>14,355.17</u>	<u>0.00</u>	<u>0.00</u>	<u>14,355.17</u>
Year Total:		14,616.23	0.00	0.00	14,616.23
	9-01	63,762.97	0.00	18,446.96	82,209.93
CAPITAL BUDGET	9-02	<u>3,836.28</u>	<u>0.00</u>	<u>0.00</u>	<u>3,836.28</u>
Year Total:		67,599.25	0.00	18,446.96	86,046.21
Total Of All Funds:		<u>82,215.48</u>	<u>0.00</u>	<u>18,446.96</u>	<u>100,662.44</u>

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Statement of Revenue and Expenditures - Operating

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Revenue Account Range: First		to Last to Last	Include Non-Anticipated: Yes		Year To Date As Of: 04/30/19		
Budget Account Range: First			Include Non-Budget: No		Current Period: 04/01/19 to 04/30/19		
Print Zero YTD Activity: No					Prior Year: 04/01/18 to 04/30/18		
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,309.61	15,000.00	999.86	4,717.83	10,282.17-	31
9-01-401-03	Copier Income	98.20	1,300.00	68.50	356.35	943.65-	27
9-01-401-05	Computer Print Outs Income	244.15	3,500.00	206.85	1,116.45	2,383.55-	32
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	552,438.68	1,104,877.32-	33
9-01-401-08	Donations Income	0.00	0.00	1.90	7.40	7.40	0
9-01-401-09	Lost Items	362.71	2,000.00	143.97	546.91	1,453.09-	27
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
9-01-401-11	Miscellaneous Income	0.00	500.00	0.00	0.00	500.00-	0
9-01-401-15	Interest Income	20.13	1,100.00	4,267.29	4,350.07	3,250.07	395
9-01-401-16	Lost Cards	32.00	300.00	24.00	136.00	164.00-	45
9-01-401-18	Disks/Faxes	90.20	700.00	74.50	300.60	399.40-	43
Program Total		142,617.50	1,691,216.00	143,896.54	563,970.29	1,127,245.71-	33
9-01-402-30	Restricted Contributions	71.86	3,500.00	404.01	1,942.49	1,557.51-	56
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
Program Total		71.86	11,000.00	404.01	1,942.49	9,057.51-	18
Fund 01 Revenue Total		142,689.36	1,702,216.00	144,300.55	565,912.78	1,136,303.22-	33

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & Wages Expense	50,839.94	722,000.00	56,581.84	222,060.51	0.00	499,939.49	31
9-01-601-100	Taxes/FICA/UE	4,221.93	57,600.00	4,670.51	18,194.97	0.00	39,405.03	32
9-01-601-110	Health Benefits Expense	9,436.48	101,200.00	6,423.46	31,719.88	0.00	69,480.12	31
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DCRP Expense	550.03	3,000.00	565.88	1,174.59	0.00	1,825.41	39
9-01-601-150	Temporary Staff	1,984.31	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		67,032.69	973,100.00	68,241.69	349,160.52	0.00	623,939.48	36
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0

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Montville Township Public Library
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-020	Adult Books	3,741.76	28,521.00	4,300.56	9,855.42	1,215.10	17,450.48	39
9-01-602-030	Adult BOCD	253.30	4,000.00	411.78	1,177.52	0.00	2,822.48	29
9-01-602-040	Adult DVD	1,130.85	15,000.00	744.36	4,028.11	58.12	10,913.77	27
9-01-602-050	Adult eBooks	0.00	5,000.00	0.00	345.98	0.00	4,654.02	7
9-01-602-060	Adult eAudio	0.00	5,000.00	0.00	144.99	0.00	4,855.01	3
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	484.00	9,000.00	75.00	2,813.95	0.00	6,186.05	31
9-01-602-110	Games	520.12	6,000.00	782.37	2,237.64	0.00	3,762.36	37
9-01-602-120	J Books	3,618.27	28,200.00	2,595.93	5,718.47	1,554.52	20,927.01	26
9-01-602-130	J BOCD	0.00	500.00	21.04	21.04	12.28	466.68	7
9-01-602-140	J DVD	0.00	2,000.00	26.29	646.50	78.66	1,274.84	36
9-01-602-150	J eBooks	0.00	750.00	0.00	9.99	0.00	740.01	1
9-01-602-160	J eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	303.88	9,000.00	322.82	1,364.17	25.70	7,610.13	15
9-01-602-190	YA BOCD	0.00	500.00	32.76	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-230	Streaming	0.00	4,250.00	228.00	240.00	0.00	4,010.00	6
Program Total		10,052.18	128,721.00	9,540.91	28,636.54	2,944.38	97,140.08	25
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	1,319.04	16,000.00	150.00	6,129.83	4,375.00	5,495.17	66
9-01-603-240	Program - Children	493.66	5,000.00	525.02	1,925.78	0.00	3,074.22	39
9-01-603-250	Summer Reading / Reading Programs	980.00	7,000.00	975.00	1,404.56	2,528.70	3,066.74	56
9-01-603-260	Museum Passes	665.00	4,000.00	865.00	1,365.00	0.00	2,635.00	34
9-01-603-270	Programs YA	100.00	2,500.00	399.52	637.53	230.70	1,631.77	35
9-01-603-280	Library-wide Cultural/Family Programing	0.00	3,500.00	301.22	707.57	1,200.00	1,592.43	54
9-01-603-300	Technology Programming	1,300.00	6,000.00	400.00	1,200.00	0.00	4,800.00	20
Program Total		4,857.70	44,000.00	3,615.76	13,370.27	8,334.40	22,295.33	49
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	927.72	14,000.00	1,982.03	6,891.99	303.29	6,804.72	51
9-01-604-070	Postage - Supplies	200.00	2,000.00	0.00	296.87	0.00	1,703.13	15
9-01-604-080	Freight-Shipg (Non-Collection)	49.98	1,000.00	41.70	253.51	0.00	746.49	25
Program Total		1,177.70	17,000.00	2,023.73	7,442.37	303.29	9,254.34	46

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	345.00	2,000.00	0.00	0.00	0.00	2,000.00	0
9-01-605-060	PR - Materials	50.00	1,500.00	0.00	312.98	0.00	1,187.02	21
9-01-605-070	Staff/Volunteer Recognition	201.89	2,500.00	419.40	419.40	0.00	2,080.60	17
Program Total		596.89	6,000.00	419.40	732.38	0.00	5,267.62	12
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	795.00	4,000.00	430.00	1,160.93	0.00	2,839.07	29
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	86.77	0.00	1,913.23	4
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	57.77	1,000.00	58.63	270.61	0.00	729.39	27
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	0.00	6,000.00	1,118.94	1,118.94	0.00	4,881.06	19
Program Total		852.77	14,000.00	1,607.57	3,142.25	0.00	10,857.75	22
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	3,401.40	66,000.00	3,904.37	15,822.77	0.00	50,177.23	24
9-01-607-030	Utilities - Gas	2,007.71	20,000.00	657.19	7,486.25	0.00	12,513.75	37
9-01-607-040	Utilities - Telephone	972.94	6,000.00	1,007.73	2,091.50	0.00	3,908.50	35
9-01-607-050	Internet Provider	184.94	2,500.00	369.88	739.76	0.00	1,760.24	30
Program Total		6,566.99	94,500.00	5,939.17	26,140.28	0.00	68,359.72	28
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs, Grounds	1,107.45	40,000.00	2,740.64	28,926.83	0.00	11,073.17	72
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,115.00	8,460.00	0.00	21,540.00	28
9-01-608-040	Plant - Fire/Burglery Alarm	0.00	3,500.00	0.00	280.00	0.00	3,220.00	8
9-01-608-050	Plant - HVAC Maintenance	0.00	16,000.00	3,821.00	7,642.00	0.00	8,358.00	48
9-01-608-060	Plant - Lawn Sprinklers Maint	851.97	3,000.00	750.00	750.00	0.00	2,250.00	25
9-01-608-080	Plant - Offsite Storage	177.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	46.70	46.70	0.00	953.30	5
9-01-608-100	Plant - Records Retention/Destruction	74.27	500.00	85.74	85.74	0.00	414.26	17
Program Total		4,325.69	94,000.00	9,559.08	46,191.27	0.00	47,808.73	49
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-01-609-050	EM - Copiers	0.00	1,500.00	1,050.60	1,929.06	0.00	429.06	129
9-01-609-070	Computer Software	0.00	2,000.00	345.00	2,531.30	0.00	531.30	127

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	170.04	800.00	170.04	340.08	0.00	459.92	43
Program Total		170.04	22,000.00	1,565.64	4,800.44	0.00	17,199.56	22
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	0.00	3,000.00	0.00	3,003.89	0.00	3.89	100
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	169.84	0.00	830.16	17
Program Total		0.00	4,000.00	0.00	3,173.73	0.00	826.27	79
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	3,666.67	0.00	8,333.33	31
9-01-611-030	MAIN Assessment	0.00	55,000.00	0.00	25,767.30	25,767.33	3,465.37	94
9-01-611-070	Computer Support & Service	382.50	6,000.00	2,945.00	5,225.00	0.00	775.00	87
9-01-611-100	Web Site Maintenance	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-611-250	Board Secretary	230.00	3,000.00	250.00	1,000.00	0.00	2,000.00	33
9-01-611-260	Payroll Service Fee	622.47	8,000.00	632.47	2,930.83	0.00	5,069.17	37
9-01-611-320	Other Professional Services	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		2,151.63	100,000.00	4,744.13	38,589.80	25,767.33	35,642.87	64
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-Kind Services	0.00	48,195.00	11,305.25	22,610.50	0.00	25,584.50	47
9-01-612-020	Township Insurances	0.00	26,200.00	6,491.00	12,982.00	0.00	13,218.00	50
9-01-612-030	O/E- Contingencies	0.00	10,000.00	500.00	1,916.57	0.00	8,083.43	19
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	294.72	2,000.00	94.46	468.28	0.00	1,531.72	23
Program Total		294.72	86,895.00	18,390.71	37,977.35	0.00	48,917.65	44
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	918.00	7,500.00	1,270.00	3,520.00	0.00	3,980.00	47
Program Total		918.00	7,500.00	1,270.00	3,520.00	0.00	3,980.00	47

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Fund 01 Expend Total	98,997.00	1,591,716.00	126,917.79	562,877.20	37,349.40	991,489.40	38

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,689.36	144,300.55	565,912.78	98,997.00	126,917.79	600,226.60	34,313.82-
	CAPITAL BUDGET Revenue Total		0.00	0.00	0.00	0.00	0.00	0

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		0.00	22,000.00	0.00	0.00	0.00	22,000.00	0
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	0.00	0.00	570.00	570.00	0.00	570.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		0.00	66,000.00	570.00	570.00	0.00	65,430.00	1
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	55.60	10,000.00	3,266.28	3,266.28	2,051.56	4,682.16	53
9-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		55.60	12,500.00	3,266.28	3,339.88	2,051.56	7,108.56	43
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
Program Total		0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
CAPITAL BUDGET Expend Total		55.60	110,500.00	3,836.28	3,909.88	2,051.56	104,538.56	5

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	55.60	3,836.28	5,961.44	5,961.44-

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Montville Township Public Library
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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		142,689.36	144,300.55	565,912.78	98,997.00	126,917.79	600,226.60	34,313.82-
9-02	CAPITAL BUDGET	0.00	0.00	0.00	55.60	3,836.28	5,961.44	5,961.44-
	Final Total	142,689.36	144,300.55	565,912.78	99,052.60	130,754.07	606,188.04	40,275.26-

MONTVILLE TOWNSHIP PUBLIC LIBRARY APRIL 2019 PROGRAM ATTENDANCE

May 13, 2019 Board Meeting

LIBRARY SPONSORED PROGRAMS	2019	2018
Children - Staff Programs		
Storytime	237	
Bingo/Games	23	
Baby Legos & Kids Legos	59	
Messy Munchkins	15	
Drop In Arts & Crafts, Play Dough, Coloring	111	
Pre-School Outreach Storytime (2 locations)	60	
Baby Playtime	127	
Book Club	8	
Kids Knitting	2	
Mary Poppins Family Movie	27	
Cup Cake Wars	20	
Kids Knitting	2	
Kids Tech Class - Coding	8	
Children - Staff Programs Total	699	526
Children - Paid Presenters		
Kids Yoga	10	
Art Class	18	
Children - Paid Presenters Total	28	64
Total All Children's Programs	727	590
Young Adults - Staff Programs		
Video Games	88	
English Conversation & Cookies & Conversation	22	
TAB Meeting	19	
Marvel Marathan	23	
Chess	31	
Tech Help & Tech Classes	12	
Ramadan - All Ages Cultural Program	154	
Young Adult - Staff Programs Total	349	143
Young Adult - Paid Presenters		
Young Adult - Paid Presenters Total	0	13
Total All Young Adult Programs	349	156
Adult - Staff Programs		
Movies	408	
Adult Book Club & Books n' Bites	34	
Technology Classes	13	
English Language Learner Classes	81	
Knitting Class	14	
Adult Staff Programs Total	550	569
Adult - Paid Presenters		
Technology Classes	52	
Lectures	381	
Concerts & Dance & Music & Art	20	
Adult - Paid Presenters Total	453	510
Total All Adult Programs	1,003	1,079
Library Sponsored Total	2,079	1,825
OUTSIDE GROUPS		
Literacy Volunteers of Morris County	24	
Writer's Group	4	
Pet Parents	4	
One Montville	20	
Outside Groups Total	52	155
GRAND TOTAL	2,131	1,980

Library Displays and Featured Themes		
National Poetry Month		
Cooking for the Holidays		
Passover/Easter		
National Humor Month		
National Frog Month		
Beverly Cleary's 103rd Birthday		
Spring		
Earth Day		
April is Autism Month		
Holocaust Remembrance Day - May 1st - May 2nd		
Cinco De Mayo - May 5th		
May the 4th be with you - Star Wars Day		
Ramadan Holiday		
Avengers		
Library Reads		
100 Top Novels		

Museum Pass Program	2019	2018
Grounds for Sculpture	4	
Imagine That!!!	5	
Intrepid Sea, Air and Space Museum	5	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	2	
Morris Museum	3	
American Museum of Natural History	8	
Newark Museum	3	
Stickley Museum	0	
Museum of Modern Art	6	
Museum Pass Total	36	41

Exams Proctored	0	0
Quiet Study Room - number of times used	35	42